



THE CITY OF SAN DIEGO

Homeowner's Saturday Service

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION
BULLETIN
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I. WHAT IS HOMEOWNER'S SATURDAY SERVICE?

The City of San Diego has special hours just for homeowners, Saturdays, from 8:00 - 11:00 a.m., appointments are available for "do-it-yourself-ers" ...homeowners doing construction projects on their own residences. Projects include decks, retaining walls, patio covers, even single-story room additions and garages if they are of conventional construction. For details of conventional construction please see Information Bulletin 112; Construction Specifications.

Homeowner's Saturday Service means that homeowners won't have to take time off to visit the Development Services Center for permits; because this service is by appointment only, the department is less crowded, allowing more individual service. All it takes is a call to the Appointment Hotline, (619) 446-5300.

Of course, if you prefer daytime service, appointments are available Monday through Friday. Call (619) 446-5300 to schedule daytime appointments.

II. WHEN DO I NEED PERMITS AND HOW DO I GET THEM?

Construction is governed by a number of local codes and zoning regulations. These laws are designed to ensure a building's safety and its compatibility with the surrounding area.

Permits are required for items such as adding or removing windows and walls, new (not replacement) plumbing fixtures, new electrical outlets, water heaters and retaining walls more than three feet high.

To obtain permits, the City of San Diego requires plans to be submitted for review. Call (619) 446-5000 to determine the submittal requirements for your project.

Documents referenced:

- Information Bulletin 112 - Construction Specifications
- Information Bulletin 122 - Plot Plans and Vicinity Map

III. HOW CAN I TAKE ADVANTAGE OF HOMEOWNER'S SATURDAY SERVICE?

1. Call the Development Services Appointment Hotline, (619) 446-5300, for an appointment. Plan ahead ... demand is heavy for Saturday appointments.

2. If you call (619) 446-5000, we can provide you with information on additional approvals and drawings that may be needed.

3. The homeowner must be present for the appointments. Contractors and other construction professionals wanting to process plans over-the-counter are not eligible for Homeowner's Saturday Service.

Homeowners can prepare plans or bring professional plans for review. They can do the work on their own home or hire a contractor to perform it. If homeowners are not doing the work themselves, Workers Compensation Insurance must be obtained; the department may require homeowners to show proof that they have Workers Compensation Insurance.

4. Should you have any further questions, a City of San Diego Plan Review Specialist is available by telephone to review your project with you to determine what you'll need to bring to Homeowner's Saturday. These items include plans for your project, a plot plan of your property; for plot plan preparation see Information Bulletin 122; homeowner's association approval (if necessary), and a completed Permit Application. Call (619) 446-5000 to speak with a Plan Review Specialist.

Because of the complexity of the permit process, you may need to make more than one visit to the department. If an additional visit is needed, we can schedule you for a return appointment.

"Printed on recycled paper. Visit our web page at www.sandiego.gov/development-services. This information is available in alternative format for persons with disabilities, upon request."

IV. WHERE IS THE CITY'S DEVELOPMENT SERVICE CENTER LOCATED?

The Development Service Center is located at 1222 First Avenue in downtown San Diego.

Parking is available in the Concourse Parkade or other pay lots in the Concourse area, or on the street.

V. WHERE CAN I GET MORE INFORMATION?

Call the Development Services Department Information Line at (619) 446-5000. Visit our Website at www.sandiego.gov/development-services.

VI. HOMEOWNERS RECORDS SERVICE

An additional service on Homeowner's Saturday is:

If Records research is required, the Homeowner's Saturday assigned Plan Review Specialist can access any required records and provide copies during your scheduled appointment.

VII. ACCESS TO THE BUILDING ON SATURDAYS.

Access to the Development Services Center is restricted. The street level door at 1222 First Avenue is locked. Customers should utilize the parkade and enter the building by crossing the bridge on the Terrace Level. A uniformed security guard will open the door for you and can direct you to the Homeowner's Saturday staff.